



# **AUSTIN INDEPENDENT SCHOOL DISTRICT**

## **Historically Underutilized Business (HUB) Program NO GOALS Compliance Information for Commodities & Other Contracted Services**

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### FORMS:

**HUBATT1 – HUB Compliance Plan (HCP)/HUB Utilization Repot (HUR)**

## **NO GOALS Solicitation**

### **IMPORTANT PLEASE READ THE FOLLOWING:**

Austin Independent School District (AISD) has determined that this solicitation is not eligible for goals as outline in the CH (Policy). No Goals are appropriate for this project. While no goals have been established for this project, the Bidder/Proposer is required to comply with AISD HUB Program Regulations if areas of subconsulting are identified. The Program applies when submitting proposal (pre-award) and after contract award (post-award). HUB Program guidelines are attached in the event subconsulting is identified for utilization on a proposal.

The HUB Utilization Report – HUR form (HUBATT 1) is **ALWAYS** required for responsiveness check and will be used for tracking project payments. If subcontracting/subconsulting is identified, the Bidder/Proposer is required to contact the AISD Project Manager (PM)/Requester to secure authorization. The PM/Requester will notify the HUB Program Office and request an availability list (HUBATT 2), contacts for certified firms. The availability list (HUBATT 2) will be forwarded to the Bidder/Proposer and AISD PM/Requester within two (2) business days.

On a “No Goals” solicitation, a Bidder/Proposer must submit documentation where Good Faith Effort (GFE) was demonstrated **ONLY** when a certified subcontractor/subconsultant is **NOT** being used.

These guidelines are being provided to assist you when subcontracting/subconsulting is identified and approved by the PM/Requester.

## Program Overview

The Historically Underutilized Business (HUB) Program was established by the Austin Independent School District Board of Trustees on August 29, 2016 adopted HUB Policy and Program Guidelines to assist small minority and women-owned business enterprises (HUB/MBE/WBE) equal opportunities in contracting for the District. The Board adopted revised policies (CH & CV – LOCAL) on June 18, 2018 to enhance and expand the Program

The purpose of this document is to ensure that bidders/proposers are compliant with the Austin Independent School District's (the District) Program Policies and Regulations when submitting on District solicitations. It will be the bidder/proposer's responsibility to reference Program Policies and Regulations (CH & CV) located on the District's website at the following location, as they relate to HUB Program compliance:

<https://www.austinisd.org/hub>

The District's HUB Program intent is to provide equal opportunities to all contractors/consultants and to assist in remedying discrimination in contracting with HUB/MBE/WBE firms. The District will accept business enterprises that meet the certification criteria from a State of Texas Historically Underutilized Business (HUB) and the City of Austin Minority-Owned Business Enterprise (MBE) and Women-Owned Business Enterprise (WBE) Programs.

### A. Program Solicitation Goals

On all solicitations > \$50,000 the HUB Program Department will review to determine if the solicitation is eligible for HUB Program goals. When Goal(s) have been established/set, it is a requirement that the bidders/proposers must meet the stated Goal(s) or demonstrate documented Good Faith Effort (GFE) performed to meet the Goal(s). GFE documentation **MUST** be submitted **ONLY** with the proposal, when a certified HUB/MBE/WBE firm 1) was not listed to achieve the Goal(s) on the HCP or 2) Goal(s) were not achieved on the HUR.

**IMPORTANT NOTICE: When the HUR Form and Good Faith Effort - GFE documentation, if required, are NOT submitted at time of deadline specified in the solicitation, it will not be accepted later for compliance review. The bid may be deemed NON-RESPONSIVE.**

## Good Faith Effort Instructions

When specified Goal(s) are not met, bidder/proposer must submit documentation where GFE was demonstrated to meet the Goal(s).

The HUB Program Director shall determine whether the bidder/proposer is compliant with the HUB Program's GFE requirements. Bidders/proposers shall submit documentation demonstrating their efforts to meet **EACH** of the following requirements:

1. Copies of outreach correspondence to all certified firms, providing notice through two or more reasonable and verifiable methods, sent at least 10 calendar days prior to the bid opening date;
2. Copies of correspondence/advertisements sent to a minimum of five minority/women news media and/or trade organizations; sent at least 10 calendar days prior to the bid opening date;
3. Division of the work into small, economically feasible segments that can be performed by certified firms;
4. Copies of correspondence indicating the bidder has taken appropriate steps to follow-up on initial responses from potential certified firms, and engaged in good faith negotiations with certified firms that have submitted bid;
5. Copies of correspondence to any certified firm whose bid has been rejected, including the basis for the rejection;

The following items are additional GFE steps that may be considered as part of the evaluation process:

6. Attendance at a vendor conference (i.e. pre-proposal/pre-bid meeting) to discuss participation opportunities for certified firms;
7. Attendance at a District-sponsored outreach event; and
8. Encouraging non-certified firms to pursue certification.

**A HUB Compliance Checklist form has/will be provided to aid in ensuring ALL required steps have been taken for compliance when Goal(s) are not met.**

**The District reserves the right to reject the bidder/proposer that is not in compliance with these HUB Program requirements when Goals are not met or exceeded at time of submission.**

**FOR ASSISTANCE WITH THESE INSTRUCTIONS CONTACT:**

**Austin Independent School District**

**HUB Program email:**

**[HUBprogram@austinisd.org](mailto:HUBprogram@austinisd.org)**

**ALL INQUIRIES/REQUESTS MUST BE SENT TO THIS EMAIL**

A HUB Program Contracts Relations Coordinator (aka HUB Coordinator) will be assigned to all solicitations. Contact information will be provided.